



REGULATION ON THE CREDIT TRANSFER SYSTEM

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On the basis of Article 52 of the Law on Higher Education (“Official Gazette of the Republic of Macedonia” No. 35/2008, 103/2008, 26/2009, 83/2009, 99/2009, 115/2010, and 120/2010), the University Senate of the International Balkan University (IBU) in Skopje at its session held on 22.12.2010 passed the following

REGULATION ON THE CREDIT TRANSFER SYSTEM

Subject of regulation

Article 1

This Regulation shall regulate the basis for the organization and implementation of study programmes and study mode according to the European Credit Transfer System (ECTS)

Aims of the ECTS

Article 2

European Credit Transfer System is a system of academic recognition of studies based on: information on study programs and student achievement, mutual trust among the University units, each partner institutions of the University and other institutions in the country and abroad and the use of credits as a measure of student workload.

The credit transfer system leads to:

- Increased mobility of students at institutional, national and international levels.
- Accurate insight into the scope of work and express the student workload in the process of studying.
- Development and functioning of mechanisms for continuous monitoring of student progress by learning outcomes.
- Objectivity in the assessment and recognition of the results of studies.
- Achieving compatibility of study programs at institutional, national and international levels.
- Establishment of an international mobility of students and achieving compatibility of study programmes at the international level, according to the principles of the European Credit Transfer System (ECTS).
- The smooth transfer of student achievement from one institution to another.
- Increased individualization of the studies.
- Creation of bases for realizing the concept of lifelong learning.

Application of credit transfer system

Article 3

Credit transfer system is applied within the realization of the study programmes of:

- First cycle of university studies.
- Second cycle of university studies.
- Third cycle of university studies.

Structure of study programmes and ECTS

Article 4

- A study program of the first cycle studies comprises compulsory and elective courses, and according to the study programme can provide other ways of acquiring knowledge by the student who is awarded the appropriate number of credits, through final project - graduate work, practical work.
- The number of compulsory courses is at most 75% of the total number of courses of the study programme.
- Electives may be chosen from a list of offered courses of a study programme or relevant courses from other study programs within the University Unit (Faculty).
- The elective course credits are assigned under the same criteria similar to the compulsory course.
- Besides the compulsory and elective courses provided with the study programme, students can also take optional courses. Optional courses are those that students may but must not choose. If they meet the necessary conditions students receive additional credits will be recorded in the Diploma Supplement.

Article 5

- The study programme of the second cycle studies (master studies) comprises compulsory, elective courses and preparation and defense of master thesis.
- The study programs of the second cycle of studies (master studies) contains also courses in the field of methodology of scientific research and research methods.
- It can be provided other ways of acquiring knowledge by students, also awarded with appropriate credits, such as: optional courses, seminar papers, preparation of a project etc.

Article 6

- The study programs of the third cycle of studies (doctoral studies) comprises compulsory and elective courses in the field of methodology of scientific research and research methods as well as professional courses from the scientific area for which the studies are organized.
- The study programs include: researches performed by the candidate, participation in doctoral seminars and preparation and defense of doctoral thesis as well as participation in the educational process at the University.

- c. Candidates of the third cycle of studies can apply for doctoral thesis after getting the required credits related to the compulsory courses of the study programme.

Definition of credit within ECTS

Article 7

- a. The credit is numeric integer value that is defined in the course syllabus, which describes the quantity of work of the student in relation to the total workload required to complete one academic year at the University unit.

Article 8

- a. The number of credits the student needs to achieve to gain qualification is 60 credits for one academic year.
- b. One credit corresponds to 30 hours, which means that the total annual workload of a student is 1800 hours.
- c. Accordingly, for four-year study of first cycle at least 240 credits are needed, for university studies in the second cycle accumulation of a minimum of 300 credits (including first and second cycle) is needed, and for university studies of the third cycle accumulation of a minimum 480 credits (first, second and third cycle together) is needed.

Method of allocation of credits

Article 9

- a. The number of credits for the course syllabus is determined on the basis of lectures, mid-term exams and final exams, performed consultations, exercises, conducted practical work, preparation of seminar papers, field work, homework, studying in the library, mentoring other students, made projects, master thesis, doctoral thesis, etc..

Granting credits for different types of student activities outside of the study program

Article 10

- a. Credits may be awarded for different types of student activities performed professional practice, preparation or implementation of a project, participation in professional conference, seminars, etc.
- b. Activities which will be awarded with credits are determined by the course syllabuses.
- c. These credits are entered in the Diploma Supplement in the section for additional information on realized activities.

Establishing institutional and national compatibility of the study programs

Article 11

- a. The university units while preparing the study programmes and course syllabuses have to provide their institutional, national and international compatibility, and creating conditions for transfer of students from one to another study program within the university unit or within the university.
- b. The compatibility stated above is not identical, but compliance and subject of study programmes between the two institutions that produce the same or similar profiles of professionals.

Article 12

- a. ECTS Credits are awarded only to students who successfully pass the course exam and carry out all activities provided with the course curriculum. Partially granting of credits is not possible.

Progressing of the student through the study programme

Article 13

- a. Student progresses through the study by taking courses and getting credits. As a rule the student registers courses which bring 30 credits per semester. The student could register courses that carry minimum of 18 credits but not more than 42 credits per semester.

Article 14

- a. The student can transfer from one to another study programme within the faculty starting from the third semester. Starting from the third semester students may enroll two study programmes in parallel according to University regulations. After successfully completing the two study programmes, student receives two diplomas.

Article 15

- a. A student, who enrolls in the fall semester, has to take again the failed courses from the previous fall semester.
- b. The student should register first the compulsory courses, then the electives. If the student has already passed all the courses from the previous fall semester, then all the courses are new courses from the next semester.

Article 16

- a. A student who enrolls in the spring semester will register the failed courses from the previous spring semester.

- b. The student should register first the compulsory courses, then the electives. If the student has already passed all the courses from previous spring semester, then all the courses are new courses from the next semester.

Article 17

- a. Records for the registered courses, information whether the courses are new or repeated, and the amount of tuition are made by filling up the applications by students.
- b. The accuracy of the data in the application is confirmed by the administrator and ECTS coordinator for the certain study programme.

Article 18

- a. The provisions of this chapter relating to the manner of granting credits and the progress through the study programme shall be applied to study programs of the second and third cycle studies.

Application of the system for continuous monitoring and evaluating the success of students

Article 19

- a. Students during their studies, the required number of credits for the respective study programme carried out through continuous assessment of all activities provided with the course syllabus.
- b. While formation of the final grade, 40% of the assessment resulting from the mid-term, 40% from the final exam, and 20% of other activities are included. The maximum number of points 100.

Article 20

- a. Other activities within the course are:
- Active participation in lectures with attendance,
 - Active participation in exercises,
 - Making seminar papers,
 - Homework,
 - Mentoring of other students,
 - Developed or implemented projects,
 - Participation in seminars,
 - Participation in symposia and conferences,
 - Other activities provided with the curriculum.

Article 21

- a. The course syllabus is implemented on the basis of predetermined basic literature. The course textbook can be 100 – 300 pages for one semester.

Article 22

- a. The student is required to regularly attend lectures and exercises. 80 % attendance is compulsory. This issue is regulated by the Regulation on Student Course-Attendance.

Article 23

- a. During studying for each student folder is kept which includes:
 - A personal record which starts from beginning till the completion of studies or to the leaving the University without completing the study programme.
 - Report on the exam results for all courses containing the grade.
 - Selected study program.
 - Course registering form.
 - Form with data about the results achieved and the number of credits got.
 - Records of documents issued for completed studies.
- b. The records referred to in previous paragraph, include: name and surname of student, sex, date, place and date of birth, country of birth, residence or stay address, unique identification number of the citizen, citizenship, previously acquired education, and other data by special regulations. The records referred to in previous paragraph, also includes data for passed course exams, or promotion and graduation.

ECTS coordinator

Article 24

- a. For the implementation and monitoring of the provisions of the Regulation on the Credit Transfer System at IBU, the ECTS Coordinator at the University level is responsible.
- b. The ECTS Coordinator at the University level is approved by the IBU Senate upon the proposal of the Rector for a period of 4 years.

Article 25

- a. ECTS Coordinator at the University level for his/her work is responsible to the Rector and the University Senate.
- b. ECTS Coordinator at the University level on the proposal of the Rector can be dismissed before the period for which is elected. The decision is approved by the University Senate.

Article 26

- a.** ECTS University Coordinator monitors and records the academic and administrative aspects of the credit transfer system at the university level, and achieves active cooperation with representatives of students, and also cares for:
 - Ensuring continuous engagement of the University in implementing the principles and mechanisms of ECTS.
 - Control mechanisms for proper use of ECTS and the transfer and accumulation of credits.
 - Coordinating the preparation, manufacture, availability and promotion of the information package of the University.
 - Information about opportunities for student mobility.
 - Informing the authorities of the University's activities related to the implementation of ECTS.
 - Performing other duties in accordance with Law, the Statute of the University and this Regulation.

Article 27

- a.** The student has the right to request additional information and opinion of the coordinator for all questions regarding rules for the studying according to ECTS.
- b.** If a problem or dilemma arises in the interpretation or application of rules of ECTS, the ECTS Coordinator makes consultation with the vice-rector responsible for educational matters and offers a solution of the problem. The final solution is done by the Rector's Board.

Mobility of students

Transfer from one to another study programme within the Faculty or University

Article 28

- a.** The student can transfer from one to another study programme within the same Faculty or University.
- b.** The criteria for transfer the students at the beginning of the second study year are given in the Regulations on the Conditions, Criteria and Rules for Enrollment and Studying in the First Cycle Studies.
- c.** The criteria for transfer the students in the third and fourth year are determined by the University/Faculty depending on the compatibility of study programmes.

International mobility

Article 29

- a.** The University in cooperation with higher education institutions in the country and abroad in accordance with the provisions of this Regulation can determine special rules for the implementation of ECTS.

- b. Procedures for the transfer students coming from other universities (from Macedonia or abroad) to IBU are given in the document of Regulation on the evaluation of the transfer students.

Rector

Prof. Dr. Hünér Şencan